

PUBLIC WORKS

BUDGET UNIT: ROAD OPERATIONS CONSOLIDATED (SAA, SVJ, SVK, SVL, SVM)

I. GENERAL PROGRAM STATEMENT

The Transportation Division of the Public Works Department is responsible for the operation of the county maintained road system, including administration, planning, design, contract administration, traffic management and maintenance of approximately 2,834 miles of road. The program is financed principally from revenues generated by the state highway users tax, a small share of the state sales tax which is, by law, allocated to a countywide local transportation fund, federal and state aid for specific road improvements and reimbursable projects from other agencies. The program also includes facilities development fees and one-half cent sales tax passed in November 1990 as Measure I, which are accounted for in separate budget units.

II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|-----------------------------------|---------------------------|---------------------------|------------------------------|---|
| Total Requirements | 43,173,441 | 59,289,203 | 44,404,075 | 67,078,421 |
| Total Financing Sources | 45,685,271 | 43,294,639 | 43,375,789 | 52,112,083 |
| Fund Balance | | 15,994,564 | | 14,966,338 |
| Budgeted Staffing | | 364.9 | | 357.7 |
| <u>Workload Indicators</u> | | | | |
| Maintained road miles | 2,830 | 2,829 | 2,834 | 2,834 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGE

Budgeted staffing for 2003-04 has been decreased by a net of 7.2 positions resulting from the deletion of the following 11.6 positions: 2.0 vacant Engineering Technician II's, 1.0 vacant Public Works Engineer III, 1.0 Public Service Employee, and the equivalent of 7.6 budgeted staff in overtime. These decreases, which are the result of a projected \$3 million loss of Traffic Congestion Relief Funds, are partially offset by the following 4.4 increases in staff: 1.0 Clerk III is needed to support the Department's front office personnel, 1.0 Public Works Engineer II to assist in Long-Term Program Planning, 1.0 Maintenance Construction Worker II to keep up with current workload demands at various county road yards, 0.9 contract employees (0.5 Contract Project Senior Inspector and 0.4 Contract Construction Project Manager) to assist the department with the high volume of construction projects anticipated in 2003-04, and 0.5 for the Caltrans Study Team assigned to the High Desert Corridor Project.

PROGRAM CHANGES

None.

OTHER CHANGES

The Public Works Department has agreed to construct and oversee the Valley Boulevard at Pepper Street Interchange Reconstruction Project in Colton. For the 2003-04 budget, the department's Transportation Division has included revenue of \$6.0 million from the county's Capital Improvement Fund to finance the cost of this project.

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IV. VACANT POSITION IMPACT

The department has a total of 18.2 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|------------------------------------|-------------|---------------------|
| Vacant Budgeted Not In Recruitment | 8.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | <u>10.2</u> | Retain |
| Total Vacant | 18.2 | |

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of the 8.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends this policy item, which would restore the following: 1.5 seasonal positions (Equipment Operator II's) needed during the winter months for storm maintenance/snow removal, 1.5 contract positions (1.0 Contract Transportation Planner and 0.5 Contract Transportation Engineer) needed to assist the Caltrans Study Team with the High Desert Corridor Project (all costs related to this project are reimbursed by federal funds received through the City of Victorville), 4.0 positions (3.0 Engineering Technician III's and 1.0 Engineering Technician II) are needed for the Department's Design and Right-of-Way sections to assist with workload demands and to prevent delays of future projects, and 1.0 Staff Analyst I is needed to assist staff with planning road projects and preparing cooperative agreements with other municipalities.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---------|------|------------------------------|---------------------------------------|--|
| x | 1 | Winter Storm Maintenance | 1.5 \$57,143 Revenue Supported | These seasonal workers are needed during the winter months to assist the department with storm maintenance and snow removal needs. |
| x | 1 | High Desert Corridor Project | 1.5 \$125,527 Revenue Supported | These contract employees are needed to assist with environmental studies and preliminary engineering related to an east/west high desert corridor. |
| x | 1 | Road Design and Right-of-Way | 4.0 \$197,389 Revenue Supported | Restoration of four Engineering Techs is needed in the Department's Road Design and Right-of-Way sections because workload demands have exceeded the capacity of current staff, which could result in delays to a number of projects. |
| x | 1 | Transportation Program Mgmt. | 1.0 \$53,971 Revenue Supported | Restoring this Staff Analyst I position would assist the Department with planning road projects and preparing cooperative agreements with other municipalities. Processing these agreements, which are a means of sharing the cost of a road project with other local agencies, requires extensive paperwork and contact between agencies. |

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Road Operations Consolidated
FUND: Special Revenue SAA SVJ SVK SVL SVM

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D E Board Approved Base Budget |
|-----------------------------|----------------------------------|-------------------------|--------------------------|-------------------------|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | |
| <u>Appropriation</u> | | | | | |
| Salaries and Benefits | 20,244,976 | 21,073,133 | 1,931,029 | - | 23,004,162 |
| Services and Supplies | 21,850,576 | 38,276,381 | - | - | 38,276,381 |
| Central Computer | 144,872 | 144,848 | (40,012) | - | 104,836 |
| Other Charges | 355,848 | 760,400 | - | - | 760,400 |
| Land | - | 250,000 | - | - | 250,000 |
| Structures & Imprmts | 290,000 | 371,000 | - | - | 371,000 |
| Equipment | 2,237,145 | 2,245,500 | - | - | 2,245,500 |
| Transfers | <u>1,256,300</u> | <u>2,360,702</u> | <u>6,325</u> | <u>-</u> | <u>2,367,027</u> |
| Total Exp Authority | 46,379,717 | 65,481,964 | 1,897,342 | - | 67,379,306 |
| Reimbursements | <u>(3,475,642)</u> | <u>(7,692,761)</u> | <u>-</u> | <u>-</u> | <u>(7,692,761)</u> |
| Total Appropriation | 42,904,075 | 57,789,203 | 1,897,342 | - | 59,686,545 |
| Operating Transfer Out | <u>1,500,000</u> | <u>1,500,000</u> | <u>-</u> | <u>-</u> | <u>1,500,000</u> |
| Total Requirements | 44,404,075 | 59,289,203 | 1,897,342 | - | 61,186,545 |
| <u>Revenue</u> | | | | | |
| License & Permits | 226,140 | 175,000 | - | - | 175,000 |
| Use of Money & Prop | 811,460 | 450,000 | - | - | 450,000 |
| Current Services | 4,103,301 | 3,530,921 | - | - | 3,530,921 |
| State, Fed or Gov't Aid | 36,360,393 | 37,502,658 | 1,897,342 | - | 39,400,000 |
| Other Revenue | <u>374,495</u> | <u>136,060</u> | <u>-</u> | <u>-</u> | <u>136,060</u> |
| Total Revenue | 41,875,789 | 41,794,639 | 1,897,342 | - | 43,691,981 |
| Operating Transfer In | 1,500,000 | 1,500,000 | - | - | 1,500,000 |
| Total Financing Sources | 43,375,789 | 43,294,639 | 1,897,342 | - | 45,191,981 |
| Fund Balance | | 15,994,564 | - | - | 15,994,564 |
| Budgeted Staffing | | 364.9 | - | - | 364.9 |

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Road Operations Consolidated
FUND: Special Revenue SAA AVJ SVK SVL SVM

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|-------------------------|-------------------------------------|---|----------------------------------|------------------------------|---|--------------------------------------|----------------------------------|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| Appropriation | | | | | | | |
| Salaries and Benefits | 23,004,162 | (254,221) | 22,749,941 | (434,030) | 22,315,911 | 434,030 | 22,749,941 |
| Services and Supplies | 38,276,381 | 9,213,217 | 47,489,598 | - | 47,489,598 | - | 47,489,598 |
| Central Computer | 104,836 | - | 104,836 | - | 104,836 | - | 104,836 |
| Other Charges | 760,400 | 464,100 | 1,224,500 | - | 1,224,500 | - | 1,224,500 |
| Land | 250,000 | - | 250,000 | - | 250,000 | - | 250,000 |
| Structures & Imprmts | 371,000 | (209,000) | 162,000 | - | 162,000 | - | 162,000 |
| Equipment | 2,245,500 | 707,500 | 2,953,000 | - | 2,953,000 | - | 2,953,000 |
| Transfers | <u>2,367,027</u> | <u>(417,356)</u> | <u>1,949,671</u> | <u>-</u> | <u>1,949,671</u> | <u>-</u> | <u>1,949,671</u> |
| Total Exp Authority | 67,379,306 | 9,504,240 | 76,883,546 | (434,030) | 76,449,516 | 434,030 | 76,883,546 |
| Reimbursements | (7,692,761) | (4,112,364) | (11,805,125) | - | <u>(11,805,125)</u> | - | (11,805,125) |
| Total Appropriation | 59,686,545 | 5,391,876 | 65,078,421 | (434,030) | 64,644,391 | 434,030 | 65,078,421 |
| Operating Transfer Out | <u>1,500,000</u> | <u>500,000</u> | <u>2,000,000</u> | <u>-</u> | <u>2,000,000</u> | <u>-</u> | <u>2,000,000</u> |
| Total Requirements | 61,186,545 | 5,891,876 | 67,078,421 | (434,030) | 66,644,391 | 434,030 | 67,078,421 |
| Revenue | | | | | | | |
| Licenses & Permits | 175,000 | 50,000 | 225,000 | - | 225,000 | - | 225,000 |
| Use of Money & Prop | 450,000 | 225,000 | 675,000 | - | 675,000 | - | 675,000 |
| Current Services | 3,530,921 | (2,297,621) | 1,233,300 | - | 1,233,300 | - | 1,233,300 |
| State, Fed or Gov't Aid | 39,400,000 | 2,477,783 | 41,877,783 | (434,030) | 41,443,753 | 434,030 | 41,877,783 |
| Other Revenue | <u>136,060</u> | <u>(35,060)</u> | <u>101,000</u> | <u>-</u> | <u>101,000</u> | <u>-</u> | <u>101,000</u> |
| Total Revenue | 43,691,981 | 420,102 | 44,112,083 | (434,030) | 43,678,053 | 434,030 | 44,112,083 |
| Operating Transfer In | <u>1,500,000</u> | <u>6,500,000</u> | <u>8,000,000</u> | <u>-</u> | <u>8,000,000</u> | <u>-</u> | <u>8,000,000</u> |
| Total Financing Sources | 45,191,981 | 6,920,102 | 52,112,083 | (434,030) | 51,678,053 | 434,030 | 52,112,083 |
| Fund Balance | 15,994,564 | (1,028,226) | 14,966,338 | - | 14,966,338 | - | 14,966,338 |
| Budgeted Staffing | 364.9 | (7.2) | 357.7 | (8.0) | 349.7 | 8.0 | 357.7 |

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Base Year Adjustments

| | | |
|-------------------------|--------------------------|---|
| Salaries and Benefits | 621,086 | MOU. |
| | 1,017,752 | Retirement. |
| | <u>292,191</u> | Risk Management Workers' Comp. |
| | 1,931,029 | |
| | <u><u> </u></u> | |
| Central Computer | <u>(40,012)</u> | |
| Transfers | <u>6,325</u> | Increase in EHAP charges. |
| Total Appropriation | <u>1,897,342</u> | |
| Revenue | <u><u> </u></u> | |
| State, Fed or Gov't Aid | <u>1,897,342</u> | Revenues necessary to offset above costs. |
| Total Revenue | <u>1,897,342</u> | |
| Fund Balance | <u><u>-</u></u> | |

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| Recommended Program Funded Adjustments | | |
|--|-------------|---|
| Salaries and Benefits | (254,221) | Reduction related to net decrease of 7.2 positions (\$415,153) partially offset by step increases totaling \$160,932. |
| Services and Supplies | 6,000,000 | Construction of the Valley Boulevard at Pepper Street interchange. |
| | 686,327 | Net increase in various other construction projects anticipated for the year. |
| | 1,291,764 | Increase in equipment distribution based on increased rental and depreciations costs for vehicles. |
| | 324,492 | Increase in system development charges from ISD for a new Job Cost Accounting System. |
| | 193,638 | Increase in software primarily due to purchase of project management and maintenance activity software. |
| | 864,357 | Increase in vehicle services and warehouse purchases for road projects, vehicle maintenance, etc. |
| | 67,539 | Increase in COWCAP charges. |
| | (214,900) | Decrease in utilities due to lower energy costs and installation of cost saving lighting in break building. |
| | 9,213,217 | |
| Land | 464,100 | Increase in anticipated right of way purchases for 2003-04 road projects. |
| Structures/Imprmts | (209,000) | Decrease in requests for 2003-04. Included are requests for building security improvements, relocation of offices, and yard maintenance projects. |
| Equipment | 707,500 | Increase due to purchase of 6 motorgraders for \$1,380,000 needed to replace aging equipment, while other equipment requests have reduced by \$672,500. |
| Transfers | (417,356) | Decrease due to contribution to Measure I Rock Springs Road project completed in 2002-03. |
| Reimbursements | (4,112,364) | Increase due to funds from the San Sevaine RDA (\$3 million) are now in this category rather than shown under revenue (Current Services). Also, an additional \$1.1 million is anticipated from the Measure I fund to finance various projects. |
| Total Appropriation | 5,391,876 | |
| Operating Transfer Out | 500,000 | Increase for equipment purchases in 2003-04. |
| Total Requirements | 5,891,876 | |
| Revenue | | |
| License & Permits | 50,000 | Increase based on current year estimate amounts. |
| Use of Money & Prop | 225,000 | Increase in interest based on additional cash in interest bearing account. |
| Current Services | (2,297,621) | Decrease due to \$3 million from the San Sevaine RDA being reclassified to reimbursements, partially offset by a \$700,000 increase for a number of joint projects with cities. |
| State, Fed or Gov't Aid | 2,477,783 | Increase in federal funds for projects completed in 2002-03 and commencing in 2003-04 (\$5.5 million), partially offset by a \$3 million reduction in State Traffic Congestion Relief Funds. |
| Other Revenue | (35,060) | Reduced sales from fixed assets. |
| Total Revenue | 420,102 | |
| Operating Transfer In | 6,500,000 | Increase for equipment purchases in 2003-04 (\$500,000) and revenue from the Capital Improvement fund for Valley Boulevard at Pepper Street Project (\$6,000,000). |
| Total Financing Sources | 6,920,102 | |
| Fund Balance | (1,028,226) | |

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Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|------------|-------------------|---------------------------|-----------|------------|
| Vacant Budgeted Not In Recruitment - Delete | 10 | (8.0) | (434,030) | (434,030) | - |
| Vacant Budgeted In Recruitment - Retain | 10 | 10.2 | 516,555 | 516,555 | - |
| Total Vacant | 20 | 2.2 | 82,525 | 82,525 | - |
| Recommended Restoration of Vacant Deleted | 10 | (8.0) | (434,030) | (434,030) | - |

Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|-----------------|-------------------|---------------------------|-----------|------------|
| <u>Vacant Budgeted Not In Recruitment</u> | | | | | |
| Equipment Operator II (Seasonal) | 71922 | (0.5) | (20,013) | (20,013) | - |
| Equipment Operator II (Seasonal) | 73994 | (0.5) | (19,759) | (19,759) | - |
| Equipment Operator II (Seasonal) | 74011 | (0.5) | (17,371) | (17,371) | - |
| Contract Transportation Engineer | 20170 | (0.5) | (41,842) | (41,842) | - |
| Contract Transportation Planner | 77311 | (1.0) | (83,685) | (83,685) | - |
| Engineering Technician II | 08766 | (1.0) | (45,484) | (45,484) | - |
| Engineering Technician III | 02098 | (1.0) | (50,635) | (50,635) | - |
| Engineering Technician III | 12696 | (1.0) | (50,635) | (50,635) | - |
| Engineering Technician III | 73308 | (1.0) | (50,635) | (50,635) | - |
| Staff Analyst I | 12055 | (1.0) | (53,971) | (53,971) | - |
| Total Slated for Deletion - Retain | | (8.0) | (434,030) | (434,030) | - |

Vacant Budgeted In Recruitment - Retain

| | | | | | |
|------------------------------|-------|------|---------|---------|---|
| Clerk II | 77495 | 1.0 | 32,002 | 32,002 | - |
| Engineering Technician III | 02087 | 1.0 | 50,635 | 50,635 | - |
| Engineering Technician IV | 08553 | 1.0 | 58,983 | 58,983 | - |
| Equipment Operator I | 03725 | 1.0 | 54,013 | 54,013 | - |
| Equipment Operator II | 01131 | 1.0 | 47,455 | 47,455 | - |
| Maintenance & Const Worker I | 73313 | 1.1 | 44,526 | 44,526 | - |
| Maintenance & Const Worker I | 75578 | 1.0 | 40,090 | 40,090 | - |
| Maintenance & Const Worker I | 75581 | 1.0 | 43,616 | 43,616 | - |
| Public Works Engineer III | 11430 | 1.0 | 86,276 | 86,276 | - |
| Tree Trimmer | 08195 | 1.1 | 58,959 | 58,959 | - |
| Total in Recruitment Retain | | 10.2 | 516,555 | 516,555 | - |